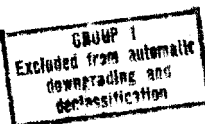CONFIDENTIAL

DOCUMENT DIVISION, OCR

15 May 1964

Activity Log of Selected Items for Week of 11 May thru 15 May

1. Double handling of Open Literature Serials - Library & DD. DD updating cards for determination of appropriate service point.

2. Number of copies of MAC-V Reports via DD/P - FE Division. Mr. [ ] FE Division, is going to Saigon in May and will attempt to make the arrangements.

3. Test underway to determine feasibility of disseminating bibliographic (DARE) references to analysts pertinent to intellofax codes in lieu of copies of reports. Completion date 1 July 1964.

4. Filing of RFE Telex enclosures to CSLT Reports. Procedures being reviewed. The 20 different categories of RFE material now being reviewed so as to determine needs of the several CIA offices and to combine distribution channels. Discussion with CA/INT continuing.

5. Indexing of FDD Summaries and other weekly and monthly Summaries. Studying possibility with Machine Division to index article by article.

6. Gradual reduction of overtime spent in Special Section. [ ] transferred to Special Section - training begun. Target date 1 June 1964.

7. [ ] meeting with Agency Committee on Handling of TS and Code-word Material. Meetings continue.

8. Study of average number of dissemination points for documents and publications - 1 June 1964.

9. Procedure for distributing copies of [ ] reports still being discussed with [ ] of CGS. The last batch of these reports could not be disseminated because of the poor copy.

10. Processing of documents bearing "Warning Notice: Sensitive Sources and Methods Involved," under consideration. Notice to OCR personnel drafted.

25X1

CONFIDENTIAL

CONFIDENTIAL

- 2 -

11. 25X1 [   ] in conjunction with the Library and SR is studying procedures for incorporating the names of industrial organizations into the Intellofax System which will be compatible with the SR. SR reviewing sample.

12. Working with 25X1 [   ] on "Sorting" requirement in Special Section for Teletypes. Held another meeting.

13. Discussing with DIA, the direct dissemination by us of certain publications to the service schools. Waiting for DIA reply.

14. Working up Subcommittee position for CODIB regarding DOD two letter Area Code.

15. 25X1 Advised LS [   ] of receipt of Army Attache Report from Taipei 25X1 which duplicates the forwarding of [   ]

25X1 [   ]

25X1 [   ]

Chief, Document Division

CONFIDENTIAL